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ABSTRACT

During 1985, the Center for Professional Development of the Northwest Regional Educational Laboratory identified and supported five internships in various aspects of educational research and development work. Programs with which the interns were affiliated included a goal-based education program, the Center for Sex Equity, an assessment and evaluation program, a computer technology program, and the Pacific Region Educational Program. To assess the impact of these internships, a formal interview schedule incorporating the five evaluation questions delineated in the program's work statement was used. The evaluation found the following: (1) the capability of the interns to pursue educational research and development (R&D) work increased, because the skills needed were acquired or strengthened; (2) the job placement and promotion activities of the internships have increased the employment of women and minorities in R&D work; (3) the project has assisted interns in obtaining credentials, although this was not a major need, since interns were already well-versed in such procedures; (4) information on internship activities was publicized in several media sources; and (5) the internships were a positive experience for both interns and sponsoring agencies. Recommendations for the future included longer internships, dropping the requirement for university enrollment during internship, and having the internships lead to contracts. (The interview schedule and internship contracts are appendixed to the report.) (KC)

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ED270610

ANNUAL SUMMARY REPORT:

EXPERIENCE BASED INTERNSHIPS

1985

Contract No. 400-83-0005

Center for Professional Development
John Mahaffy, Director

November 1985

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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Northwest Regional Educational Laboratory
300 S. W. Sixth Avenue
Portland, Oregon 97204

CE 045559

INTRODUCTION

The Center for Professional Development

The NWREL Center for Professional Development (CPD) coordinates a program of long- and short-range professional development activities to meet the professional development needs of NWREL member institutions and client groups. From a Laboratory-wide perspective, CPD personnel are able to draw upon the knowledge specialites and professional development expertise of all NWREL staff, thereby bringing together the most appropriate "teams" for the various professional development activities offered. In addition, CPD staff work with staff of NWREL Divisions and Programs to develop and offer more intensive learning activities in areas of client interest.*

Surveys and other needs assessment activities conducted by NWREL with client groups have resulted in identification of three major areas of need in professional development: (1) long-term study and practical experiences designed to develop the capacity of individuals to perform research and development work; (2) topic-specific learning experiences aimed at increasing individuals' capacities to bring about school improvement; and (3) acquisition of specific skills and knowledge through workshops and other short-term learning experiences.

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*As detailed in the June 1985 Quarterly Report, the CPD took over the functions of what was previously the NWREL Training Center in May 1985. Broader in scope than the Training Center, the CPD coordinates the provision of professional activities to educators and educational agencies regionally, nationally, and internationally. John Mahaffy became CPD director at the time of its inception in May.

Accordingly, the CPD coordinates, in the manner described above, the development and provision of three kinds of professional development activities:

- Experience-Based Internships: Long-term internships that build individuals' capacities to engage in educational research and development;
- Regional Study Awards: Awards that enable educators from the NWREL service region to study specific topics and apply their knowledge and skills to school improvement efforts;
- Short-Term Training: Training activities derived from prior and current R&D efforts and designed to provide specific educational skills and knowledge to participants.

Experience-Based Internships

Prior to 1983, NWREL's internships were managed through the now-disbanded Project for Women and Minorities in R&D. The objectives for the CPD's experienced-based internships continue to reflect NWREL's support for those populations which have traditionally been underrepresented in educational research and development work. As set forth in the current work statement, these objectives include:

- To support a variety of career development activities that will increase the research and development capabilities of minorities and women;
- To support job placement and promotion activities that will increase the numbers of minorities and women who are employed in R&D work;
- To provide assistance to interns with credentialing arrangements;
- To assist NWREL and other R&D agencies to support internship activities;
- To document project activities and evaluate the impact of internships on individual interns and sponsoring agencies;
- To report project progress in accomplishing objectives and expending resources.

Internships have as their focus cross-program experience and leadership skills. Program directors assume the major responsibility for developing internships, as well as for guiding and assisting interns. The CPD director supports the internship program through fiscal administration, evaluation, advocacy, academic arrangements, and post-internship placement activities.

Purpose and Audience for the Present Report

The primary audience for the present report is the National Institute of Education. Staff of NIE have an ongoing interest in the work being done by this and other projects to bring the outcomes of research and development efforts to bear on the needs of educators. Other audiences include members of the NWREL management and Board of Directors, the CPD Advisory Panel, and appropriate Laboratory/interagency committees such as the Chief State School Officers.

Scope and Limitations

As this is a summary report to NIE, it addresses primarily the evaluation questions contained in the work statement approved by that agency. Fully detailed information on Training Center activities is available in reports, products, and other documents developed by staff.

IMPACT EVALUATION: FY 85 INTERNSHIPS

During 1985 the Center for Profession Development (still the Training Center during the first half of the year) worked through NWREL's administrative structure to identify and support five internships in

various aspects of educational R&D work. NWREL programs with which the interns have been affiliated include:

- Goal Based Education Program
- Center for Sex Equity
- Assessment and Evaluation Program
- Computer Technology Program
- Pacific Region Educational Program

To assess the impact of these internships, a formal interview schedule incorporating the five evaluative questions delineated in the work statement was utilized (Appendix A). The following paragraphs respond to each of these questions. The internship agreements may be found in Appendix B.

Evaluation Question #1: <u>Have career development activities afforded interns demonstrably increased individual capacity to engage in educational research and development?</u>

Each of the interns interviewed indicated that their capability to pursue R&D work had increased as a result of their internship activities. Moreover, they are continuing to make use of the skills acquired or expanded during their internships. For example, one former intern is pursuing an expansion of his internship project via a special contract between his employer and the Laboratory. Another has become a NWREL employee and conducts a variety of R&D activities internally and with school staffs. A third has had her internship extended and is continuing development of information resources for use by educators in her region. And another is currently applying the learnings from the internship experience to her pursuit of an advanced degree in education.

The kinds of skills reported by the interns as having been acquired or strengthened as a result of their internships include:

- Collecting, organizing, and transforming information resources and making these available to school personnel and those who support them;
- Providing information gathering and information analysis services to top-level management of a large school district;
- Conducting awareness and training sessions for school staffs in effective schooling/school improvement processes;
- Conducting problem clarification activities with school administrators and teachers;
- Assisting school staffs with program development and reviews.

Evaluation Question #2: <u>Have job placement and promotion activities increased the employment of women and minorities in R&D?</u>

The role of the CPD in the accomplishment of this objective is that of an advocate and a documentor. While the program can encourage and record, it is not in a position to set or enforce policy. Fortunately, however, two of the five interns are currently engaged in R&D work with the Laboratory as a direct result of their internship participation. In one case, the individual's internship has been extended--partly because of the magnitude of the tasks around which the internship was structured, and partly because of the high quality of the individual's work during the first part of the internship. In another case, the intern applied and was hired for a regular position at the Laboratory. The remaining interns, too, are currently pursuing R&D work--either in university settings, or in the same positions they held prior to their internship experiences.

Evaluation Question #3: Has the project provided assistance to interns with credentialing arrangements?

The CPD, like previous internship program coordinators, has assisted interns in arranging for credentialing. This has not been a major issue, however, since most interns, by this stage in their educational program, are well versed in the process.

Evaluation Question #4: In what ways has ongoing current information been provided to NWREL and other R&D agencies for purposes of supporting internship activities?

Information regarding internships is routinely provided to the NWREL management and Board of Directors, the Affirmative Action Officer, and the CPD Advisory Panel. Advice is ongoingly sought regarding new channels of information.

In February, an announcement flyer describing 1985 internship opportunities was prepared and disseminated. This flyer provided background information on NWREL and the internship program, followed by descriptions of projected program activities for the year. Other NWREL publications, such as the Northwest Report, carry news items on the internship program on a regular basis.

Evaluation Question #5: What has been the impact of internships on individual interns and sponsoring agencies?

To assess the impact of internships, each intern was interviewed by a NWREL staff member not related to the CPD. A series of questions was asked to determine the strengths and weaknesses of the internship and how it met the individual needs of each participant. The responses are printed below.

When asked what value the internship provided in helping to realize career goals and objectives, the interns replied:

- The internship made me more aware of the information and training needs of local district people.
- I wanted to remain in education, but more from teaching to research and development work; the internship is helping me make this change.
- The internship helped me make many new professional contacts, both within the Lab and in the field.
- My organization's relationship with the Lab was strengthened by my time as an intern.

Contacts which proved especially useful to the interns included directors and staff of the programs in which they carried out their internships, Lab management, Information Center staff, and local district people who are leading school improvement efforts.

The interns were asked to cite strengths and weaknesses of the internship program. Respondents cited the following strengths:

- The opportunity to work on tasks in a sustained, uninterrupted way;
- Access to resources--human and information;
- Flexible program structure;
- Clear program requirements and direction; plenty of guidance and support;
- The opportunity to get new perspectives on education issues and needs.

Interns named the following as program weaknesses:

- The requirement that participants be registered in university courses;
- The need for better closure at the end of the internship--more help from the Lab in identifying and applying learnings to next steps;

- Inadequate publicity/advertising of the internship positions;
- Too-short duration.

One intern did not identify any weaknesses; another preferred to wait until the internship ended before commenting.

The interns were invited to recommend changes for the program. Responses ranged from wanting more access to professionals in the field, to wanting the internships to last longer, to suggesting that the Lab focus on structuring the internship projects so that they will lead to contracts. One person suggested that Lab staff might benefit from doing internships at local districts. All respondents stated that the internship experience met or exceeded their expectations.

The responses received when interns were invited to give additional comments provide a further sense of their positive reactions.

- "Great program; people were very helpful."
- "I'd do it again."
- "Great experience."
- "Terrific concept; good both for interns and for the Lab."

APPENDIX A

INTERVIEW SCHEDULE

NWREL CENTER FOR PROFESSIONAL DEVELOPMENT

INTERNSHIP IMPACT EVALUATION: INTERVIEW SCHEDULE

1. Briefly describe what you are currently doing.

2. What value will the internship provide in helping you realize your career goals and objectives?

   What contacts, e.g., supervisor, mentor, colleagues and/or other friends, were most useful to you during your internship?

3. What do you consider the strengths of the internship program?

4. What do you consider the weaknesses of the internship program?

5. Given your experiences, what changes would you recommend in the internship program?

6. Did you get what you wanted or expected from the internship experience?

7. During the course of your internship or shortly thereafter, were there any major career shifts? If so, in what direction or area did this occur?

8. Additional comments, suggestions:

APPENDIX B

INTERNSHIP AND LEARNING AGREEMENTS

Northwest Regional Educational Laboratory

300 S.W. Sixth Avenue • Portland, Oregon 97204 • (503) 248-6800
TELEX: 701716 CABLE: NWREL SOURCE: STL058

June 6, 1985

INTERNSHIP AGREEMENT

The Northwest Regional Educational Laboratory (NWREL) agrees to the internship of Ms. Kay Sweetland Bower as an Intern, Level xl, in the Center for Sex Equity, Division of Multicultural Education, under the following terms and conditions:

1. Internship will begin on or about June 17, 1985, and continue through July 12, 1985, subject to satisfactory performance of duties and continuation of currently planned work and/or level of funding.

2. During this time Ms. Bower will be under the supervision of and responsible to the Director of the Center.

3. NWREL agrees to pay Ms. Bower for 1.0 FTE at the rate of $950 for the period June 17, 1985 to July 12, 1985, or as adjusted through a Personnel Action form, during the above specified period of internship. Payment of salary will be made on the regularly scheduled staff payment dates.

   Ms. Bower is eligible for the following personnel benefits: group basic and major medical; bus pass compensation; and leave without pay. Holiday pay, annual leave and sick leave will be paid on a prorated basis according to NWREL Policies and Procedures.

4. As an intern, Ms. Bower is also eligible to participate in internship activities sponsored by the NWREL.

5. Ms. Bower, agrees to establish a Learning Agreement for the internship, participate in progress reviews, and to provide copies of documents. Ms. Bower also agrees to provide information about internship activities to NWREL's Training Center. NWREL agrees to maintain confidentiality of all data collected concerning the internship of Ms. Bower.

6. During the term of internship, Ms. Bower may or will acquire knowledge and information regarding various projects and the business of NWREL and may or will create certain materials, all of which shall be considered works made for hire and shall be the sole property of NWREL.

AN EQUAL OPPORTUNITY EMPLOYER

As a condition of said internship, or continued internship, Ms. Bower and NWREL mutually agree that all materials of Ms. Bower produced as a result of the internship which relate to and/or are competitive with the business of NWREL, shall be and remain the sole, exclusive and perpetual property of NWREL, without any further compensation to Ms. Bower, other than the compensation paid to Ms. Bower by NWREL for the internship.

All materials created by Ms. Bower prior to the internship, and which is incorporated in the materials for NWREL during the term of internship, or permits to be incorporated, shall become the sole property of NWREL in the same manner as if produced by the intern during the term of this agreement. Upon the written concurrence of NWREL, Ms. Bower may retain non-exclusive rights in such material, provided that NWREL has free use of the same, both on its own account or that of others with whom it has business relations.

Ms. Bower agrees, after the term of internship, to refrain from incorporating in subsequent materials of Ms. Bower any materials which by this agreement are the property of NWREL.

The term "materials" as used herein means writings, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, workflow charts, equipment descriptions, data files and data processing or computer programs, and works of any similar nature (whether or not copyrighted or copyrightable; of whatever form and type; and whether complete or incomplete).

The term "Business of NWREL," as used herein, shall mean not only the active production of items for publication or distribution, but also various materials under development or investigation by NWREL during the period of internship of Ms. Bower.

7. Ms. Bower agrees to follow the Policies and Procedures of NWREL.

NORTHWEST REGIONAL
EDUCATIONAL LABORATORY

By _____
Dr. Ethel Simon-McWilliams
Associate Executive Director
Title

Date

INTERN

I have read the above agreement, understand its terms, and agree to the same.

Kay Bower

6-19-85
Date

Northwest Regional Educational Laboratory

300 S.W. Sixth Avenue • Portland, Oregon 97204 • (503) 248-6800
TELEX: 701716 CABLE: NWREL SOURCE: STL058

June 6, 1985

INTERNSHIP AGREEMENT

The Northwest Regional Educational Laboratory (NWREL) agrees to the internship of Ms. Sharon Cheng-Kempton as an Intern, Level x4, in the Center for Professional Development/Pacific Region Educational Program, Division of Planning and Service Coordination, under the following terms and conditions:

1. Internship will begin on or about June 1, 1985, and continue through August 30, 1985, subject to satisfactory performance of duties and continuation of currently planned work and/or level of funding.

2. During this time Ms. Cheng-Kempton will be under the supervision of and responsible to the Directors of the Center and the Program.

3. NWREL agrees to pay Ms. Cheng-Kempton for .6 FTE for three-months at the rate of $1,000 per month, or as adjusted through a Personnel Action form, during the above specified period of internship. Payment of salary will be made on the regularly scheduled staff payment dates.

   Ms. Cheng-Kempton is eligible for the following personnel benefits: group basic and major medical; bus pass compensation; and leave without pay. Holiday pay, annual leave and sick leave will be paid on a prorated basis according to NWREL Policies and Procedures.

4. As an intern, Ms. Cheng-Kempton is also eligible to participate in internship activities sponsored by the NWREL.

5. Ms. Cheng-Kempton, agrees to establish a Learning Agreement for the internship, participate in progress reviews, and to provide copies of documents. Ms. Cheng-Kempton also agrees to provide information about internship activities to NWREL's Training Center. NWREL agrees to maintain confidentiality of all data collected concerning the internship of Ms. Cheng-Kempton.

6. During the term of internship, Ms. Cheng-Kempton may or will acquire knowledge and information regarding various projects and the business of NWREL and may or will create certain materials, all of which shall be considered works made for hire and shall be the sole property of NWREL.

AN EQUAL OPPORTUNITY EMPLOYER

As a condition of said internship, or continued internship, Ms. Cheng-Kempton and NWREL mutually agree that all materials of Ms. Cheng-Kempton produced as a result of the internship which relate to and/or are competitive with the business of NWREL, shall be and remain the sole, exclusive and perpetual property of NWREL, without any further compensation to Ms. Cheng-Kempton, other than the compensation paid to Ms. Cheng-Kempton by NWREL for the internship.

All materials created by Ms. Cheng-Kempton prior to the internship, and which is incorporated in the materials for NWREL during the term of internship, or permits to be incorporated, shall become the sole property of NWREL in the same manner as if produced by the intern during the term of this agreement. Upon the written concurrence of NWREL, Ms. Cheng-Kempton may retain non-exclusive rights in such material, provided that NWREL has free use of the same, both on its own account or that of others with whom it has business relations.

Ms. Cheng-Kempton agrees, after the term of internship, to refrain from incorporating in subsequent materials of Ms. Cheng-Kempton any materials which by this agreement are the property of NWREL.

The term "materials" as used herein means writings, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, workflow charts, equipment descriptions, data files and data processing or computer programs, and works of any similar nature (whether or not copyrighted or copyrightable; of whatever form and type; and whether complete or incomplete).

The term "Business of NWREL," as used herein, shall mean not only the active production of items for publication or distribution, but also various materials under development or investigation by NWREL during the period of internship of Ms. Cheng-Kempton.

7. Ms. Cheng-Kempton agrees to follow the Policies and Procedures of NWREL.

NORTHWEST REGIONAL EDUCATIONAL LABORATORY

By _____
Dr. Ethel Simon-McWilliams
Associate Executive Director
Title

6/17/85
Date

INTERN

I have read the above agreement, understand its terms, and agree to the same.

Shawn Cheng-Kempton

June 13, 1985
Date

Northwest Regional Educational Laboratory

300 S.W. Sixth Avenue • Portland, Oregon 97204 • (503) 248-6800
TELEX: 701716 CABLE: NWREL SOURCE: STL058

March 1, 1985

INTERNSHIP AGREEMENT

The Northwest Regional Educational Laboratory (NWREL) agrees to the internship of Ms. Katherine M. Hayes as an noncompensated Intern, in the Computer Technology Program, Division of Instructional Improvement, under the following terms and conditions:

1. Internship will begin on or about February 11, 1985, and continue through May 11, 1985, subject to satisfactory performance of duties and continuation of currently planned work and/or level of funding.

2. During this time Ms. Hayes will be under the supervision of and responsible to the Director of the Program.

3. NWREL agrees to pay Ms. Hayes at the rate of $0.00.

   All NWREL Policies and Procedures will apply including ineligibility for personnel benefits.

4. As an intern, Ms. Hayes is also eligible to participate in internship activities sponsored by the NWREL.

5. Ms. Hayes, agrees to establish a Learning Agreement for the internship, participate in progress reviews, and to provide copies of documents. Ms. Hayes also agrees to provide information about internship activities to NWREL's Training Center. NWREL agrees to maintain confidentiality of all data collected concerning the internship of Ms. Hays.

6. During the term of internship, Ms. Hayes may or will acquire knowledge and information regarding various projects and the business of NWREL and may or will create certain materials, all of which shall be considered works made for hire and shall be the sole property of NWREL.

   As a condition of said internship, or continued internship, Ms. Hayes and NWREL mutually agree that all materials of Ms. Hayes produced as a result of the internship which relate to and/or are competitive with the business of NWREL, shall be and remain the sole, exclusive and perpetual property of NWREL, without any further compensation to Ms. Hayes, other than the compensation paid to Ms. Hayes by NWREL for the internship.

AN EQUAL OPPORTUNITY EMPLOYER

All materials created by Ms. Hayes prior to the internship, and which is incorporated in the materials for NWREL during the term of internship, or permits to be incorporated, shall become the sole property of NWREL in the same manner as if produced by the intern during the term of this agreement. Upon the written concurrence of NWREL, Ms. Hayes may retain non-exclusive rights in such material, provided that NWREL has free use of the same, both on its own account or that of others with whom it has business relations.

Ms. Hayes agrees, after the term of internship, to refrain from incorporating in subsequent materials of Ms. Hayes any materials which by this agreement are the property of NWREL.

The term "materials" as used herein means writings, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, workflow charts, equipment descriptions, data files and data processing or computer programs, and works of any similar nature (whether or not copyrighted or copyrightable; of whatever form and type; and whether complete or incomplete).

The term "Business of NWREL," as used herein, shall mean not only the active production of items for publication or distribution, but also various materials under development or investigation by NWREL during the period of internship of Ms. Hayes.

7. Ms. Hayes agrees to follow the Policies and Procedures of NWREL.

NORTHWEST REGIONAL
EDUCATIONAL LABORATORY

By _____

Title

3/2/85
Date

INTERN
I have read the above agreement, understand its terms, and agree to the same.

Katherine M Hayes

3-1-85
Date

Northwest Regional Educational Laboratory

300 S.W. Sixth Avenue • Portland, Oregon 97204 • (503) 248-6800
TELEX: 701716 CABLE: NWREL SOURCE: STLØ58

April 11, 1985

INTERNSHIP AGREEMENT

The Northwest Regional Educational Laboratory (NWREL) agrees to the internship of Dr. Porter Sexton as an Intern, Level x4, in the Training Center and Assessment and Evaluation Program, Divisions of Planning and Service Coordination and Evaluation, Research and Assessment, under the following terms and conditions:

1. Internship will begin on or about April 1, 1985, and continue through June 15, 1985, subject to satisfactory performance of duties and continuation of currently planned work and/or level of funding.

2. During this time Dr. Sexton will be under the supervision of and responsible to the Director of the Assessment and Evaluation Program.

3. NWREL agrees to pay Dr. Sexton for .60 FTE at the rate of $1,000 per month, or as adjusted through a Personnel Action form, during the above specified period of internship. Payment of salary will be made on the regularly scheduled staff payment dates.

   Dr. Sexton is eligible for the following personnel benefits: group basic and major medical; bus pass compensation; and leave without pay. Holiday pay, annual leave and sick leave will be paid on a prorated basis according to NWREL Policies and Procedures.

4. As an intern, Dr. Sexton is also eligible to participate in internship activities sponsored by the NWREL.

5. Dr. Sexton, agrees to establish a Learning Agreement for the internship, participate in progress reviews, and to provide copies of documents. Dr. Sexton also agrees to provide information about internship activities to NWREL's Training Center. NWREL agrees to maintain confidentiality of all data collected concerning the internship of Dr. Sexton.

6. During the term of internship, Dr. Sexton may or will acquire knowledge and information regarding various projects and the business of NWREL and may or will create certain materials, all of which shall be considered works made for hire and shall be the sole property of NWREL.

AN EQUAL OPPORTUNITY EMPLOYER

As a condition of said internship, or continued internship, Dr. Sexton and NWREL mutually agree that all materials of Dr. Sexton produced as a result of the internship which relate to and/or are competitive with the business of NWREL, shall be and remain the sole, exclusive and perpetual property of NWREL, without any further compensation to , other than the compensation paid to Dr. Sexton by NWREL for the internship.

All materials created by Dr. Sexton prior to the internship, and which is incorporated in the materials for NWREL during the term of internship, or permits to be incorporated, shall become the sole property of NWREL in the same manner as if produced by the intern during the term of this agreement. Upon the written concurrence of NWREL, Dr. Sexton may retain non-exclusive rights in such material, provided that NWREL has free use of the same, both on its own account or that of others with whom it has business relations.

Dr. Sexton agrees, after the term of internship, to refrain from incorporating in subsequent materials of Dr. Sexton any materials which by this agreement are the property of NWREL.

The term "materials" as used herein means writings, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, workflow charts, equipment descriptions, data files and data processing or computer programs, and works of any similar nature (whether or not copyrighted or copyrightable; of whatever form and type; and whether complete or incomplete).

The term "Business of NWREL," as used herein, shall mean not only the active production of items for publication or distribution, but also various materials under development or investigation by NWREL during the period of internship of Dr. Sexton.

7. Dr. Sexton agrees to follow the Policies and Procedures of NWREL.

NORTHWEST REGIONAL
EDUCATIONAL LABORATORY

By _____
Dr. Ethel Simon-McWilliams
Associate Executive Director
Title

4/12/85
Date

INTERN
I have read the above agreement, understand its terms, and agree to the same.

_____

4/12/85
Date

Northwest Regional Educational Laboratory

300 S.W. Sixth Avenue • Portland, Oregon 97204 • (503) 248-6800
TELEX: 701716 CABLE: NWREL SOURCE: STL058

June 18, 1985

EDUCATIONAL EXTERNSHIP AGREEMENT

The Northwest Regional Educational Laboratory (NWREL) agrees to the externship of Mr. Wesley V. Vollmer in the Goal Based Education Program, Division of Instructional Improvement, under the following terms and conditions:

1. Externship will begin on or about June 12, 1985, and continue through June 11, 1986, subject to satisfactory performance of duties and continuation of currently planned work and/or level of funding.

2. During this time Mr. Vollmer will be under the supervision of and responsible to the Director of the Program.

3. NWREL agrees to pay Mr. Vollmer at the rate of $1,583 per month for 1.0 FTE for June, July and August, 1985, and $950 per month for .6 FTE beginning September 1, 1985 and thereafter, during the above specified period of externship. Payment of salary will be made on the regularly scheduled staff payment dates.

   Mr. Vollmer, is eligible for the following personnel benefits: group basic and major medical; bus pass compensation; and leave without pay. Holiday pay, annual leave and sick leave will be paid on a prorated basis according to NWREL policies and procedures.

4. As an extern, Mr. Vollmer is also eligible to participate in professional development activities sponsored by the NWREL.

5. Mr. Vollmer, agrees to establish a Learning Agreement for the externship, participate in progress reviews, and to provide copies of documents. Mr. Vollmer also agrees to provide information about externship activities to NWREL's Center for Professional Development. NWREL agrees to maintain confidentiality of all data collected concerning the externship of Mr. Vollmer.

6. During the term of externship, Mr. Vollmer may or will acquire knowledge and information regarding various projects and the business of NWREL and may or will create certain materials, all of which shall be considered works made for hire and shall be the sole property of NWREL.

AN EQUAL OPPORTUNITY EMPLOYER

N.W.R.E.L.
RECEIVED
JUN 25 1985
PERSONNEL DEPARTMENT

As a condition of said externship, or continued externship, Mr. Vollmer and NWREL mutually agree that all materials of Mr. Vollmer produced as a result of the externship which relate to and/or are competitive with the business of NWREL, shall be and remain the sole, exclusive and perpetual property of NWREL, without any further compensation to Mr. Vollmer, other than the compensation paid to Mr. Vollmer by NWREL for the externship.

All materials created by Mr. Vollmer prior to the externship, and which is incorporated in the materials for NWREL during the term of externship, or permits to be incorporated, shall become the sole property of NWREL in the same manner as if produced by the extern during the term of this agreement. Upon the written concurrence of NWREL, Mr. Vollmer may retain non-exclusive rights in such material, provided that NWREL has free use of the same, both on its own account or that of others with whom it has business relations.

Mr. Vollmer agrees, after the term of externship, to refrain from incorporating in subsequent materials of Mr. Vollmer any materials which by this agreement are the property of NWREL.

The term "materials" as used herein means writings, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, workflow charts, equipment descriptions, data files and data processing or computer programs, and works of any similar nature (whether or not copyrighted or copyrightable; of whatever form and type; and whether complete or incomplete).

The term "Business of NWREL," as used herein, shall mean not only the active production of items for publication or distribution, but also various materials under development or investigation by NWREL during the period of externship of Mr. Vollmer.

7. Mr. Vollmer agrees to follow the Policies and Procedures of NWREL.

NORTHWEST REGIONAL
EDUCATIONAL LABORATORY

By _____
Dr. Ethel Simon-McWilliams
Associate Executive Director
Title

6/25/85
Date

EXTERN
I have read the above agreement, understand its terms, and agree to the same.

Wesley V. Vollmer

6-24-85
Date

BEST COPY AVAILABLE